

ATTENDEES:

President:	Neil Parrott
Vice President:	Aubrey Burt
Past President:	Robert Goodland
Secretary-Treasurer:	Dominic Howard
Executive Director:	Paula Baggs (Scribe)
Councillors:	Helen Davis [Teleconference] Ray Guy Cory Tucker Mitchel Burt Corey Collins
Public Member:	[Vacant]

1. Meeting Opening

1.1 Neil Parrott, President welcomed all to the meeting.
Helen Davis will join via Telephone.

1.2 Regrets for Noting

Wayne Follett sent regrets. Letter of resignation was received from Wayne informing council that he will be stepping down from council as ANLS Public Member.

1.3 Review & Accept AGENDA

Items to be added to AGENDA –

- Under 2.2.5 Crown Lands Update – Helen Davis
- Under 3.2.4 Public Member, Wayne Follett Resignation / Replacement
- Under 3.2.1.1. Discuss Temporary Space to Lease [Discussed under AIR Item 6]
- Under 3.4.3 Discuss Letter to Andrew Parsons
- Ask Josh Mailman to send the power point that he presented to the Law society Students in October. ACTION Josh to come present this to council at the February meeting.

MOTION: Be it moved that the AGENDA for December 7, 2018 be accepted with noted additions.

Moved BY: Dominic Howard, NLS

Seconded BY: Robert Goodland, NLS

Carried.

1.4 Review Minutes – **September 21, 2018**

1.4.1 Errors and omissions previously reviewed.

1.4.2 Accept September 21, 2018 Minutes

MOTION: Be it moved that the September 21, 2018 minutes be accepted.

Moved BY: Ray Guy, NLS

Seconded BY: Dominic Howard, NLS

Carried.

1.5 Review Action Item Register (AIR) – December 7, 2018

The AIR was reviewed with following comments:

AIR item 1 –

Land Gazette / IBL Agreement / Non-Compliance By-Law 17

- At the Eastern Regional Meeting that was held on December 6th at The Capital Hotel was well attended and this item was put to the floor. We put this to the floor and there was not much discussion on this. In actual fact the discussion was very positive.
- Discussion -
 - Council needs to enforce By-law 17.
 - Council confirmed that 38 letters were sent out to members who were non-compliant.
 - Council confirmed that the By-law is quite clear with respect to submission timelines - Timeline for Submission of Survey Data - Following the commencement date (January 1, 2017), in the first calendar year, each member shall input a minimum of twenty-five percent (25%) of surveys completed to land survey registry system within thirty (30) days of completion of survey. Each calendar year a minimum additional twenty-five percent (25%) of surveys must be inputted. One hundred percent (100%) of surveys must be inputted in year four (4), and all subsequent years, relative to the commencement date.
 - We can certainly deal with those members not using Land Gazette at all.

MOTION: With respect to By-law 17, council to instruct the MCPD committee to develop a training video with respect to Land Gazette to be available to membership and be available on-line.

MOVED BY: Ray Guy, NLS

SECONDED BY: Cory Tucker, NLS

Carried.

ACTION: Confirm final numbers and pass along to council before next meeting.

ACTION: A training video will be prepared by the MCPD committee and made available to membership. This Video will be made available early in the new year.

ACTION: Neil to draft a letter to membership to notify members that a training video is available; note by-law 17 and that council will be enforcing this by-law. Letter to be circulated to council before going out to membership.

ACTION: Council to review IBL Agreement specifically review if there are any liabilities for both ANLS and IBL.

AIR item 2 –

Practice Review – Audit Review

- This can to be tied with Land Gazette.
- The QA committee to continue their review on funding models.
 - Discussed a PID # which will be charged at a \$ amount. It can be the same PID # that LG supplies now.
 - Review the Combines Act to see if we can set prices. Check with Nova Scotia's review on the Combines Act a number of years ago.

ACTION: Send out IBL Flow Chart as prepared by Ian Edwards.

*At this point Ray Guy questioned why we review the **AIR** before the **AGENDA**?*

- It was always done this way.
- If it's on the AIR, it's doesn't need to go on the AGENDA.
- Council asked that we not duplicate the AIR and the AGENDA. The AIR will be reviewed after the AGENDA with new Actions added and completed Actions removed.

AIR item 3 –

ANLS Strategic Plan

No further progress made but discussions with membership will be made at the AGM.

ACTION: Review the email sent out from Ray Guy dated June 27, 2018.

ACTION: This could be a presentation / workshop at the AGM.

AIR item 4 –

By-law Committee Review -

ACTION: The committee to review Fee Structure and forward to council for review.

ACTION: Review the cost of an RPR vs a Survey.

ACTION: Marker increase – i.e. the price to be set by council but not to exceed a certain \$ amount. Look at changing the by-law. The committee to consider best way to present the by-law.

ACTION: Moon lighting is unethical under our Code of Ethics. Look at cost to run the association to be member based instead of production based. Cory Tucker will send to the committee for review.

ACTION: If council has any suggestions send along to the committee.

ACTION: Check the median AGE of our members.

New funding is required to help fund a new building and operating cost.

Regulations 8 & 9

Ray had made a comment about Directors and wanted to know if it was discussed at the committee level. Helen noted it was discussed but no changes were made with respect to Directors. Helen noted that the committee feels this regulation talks about % of ownership and the majority of the shares have to be owned by a NLS.

ACTION: Ray will do further research and get information back to the By-law committee for their review.

ACTION: Review and get comments back to Helen by Friday December 14, 2018 before we can adopt them.

Council reviewed the new PSC Video "How to Make a Smarter Homebuying Decision"

AIR item 5 –

Liaison Committee Review -

At this point in the meeting, council reviewed the power point presentation as was prepared by Josh Mailman that he presented to the law students mid October 2018.

Work on going and in progress.

Council review the Professional Land Surveyor Site.

AIR item 6 –

ANLS Building (Fund) Initiative -

Discussed our options with respect to the property on Water Street. Leasing or purchasing can be discussed. This is a Condo Office Building. What the committee will try and do is lease with an option to purchase. The cost is \$299,000. The committee will check out other spaces should this space not be suitable, plus discussion on how we are going to pay for it and how it will be managed. If it's a condo, the condo association will do the management.

The committee will continue to review funding models, either through a special levy or through purchase of shares. This discussion will have to be with all membership before any decision is made.

ACTION: The building committee will be meeting with Gary Reardon next week to check out the space.

AIR item 7 –

The Law Society -

The actions listed here have been covered under Liaison committee.

All other AIR items have been completed or are in progress with no discussion required at this time.

2. Matters for Presentation

2.1 Executive Reports

2.1.1 *President's Report:* Neil Parrot – *verbal report.*

The last few months have been very active as you can see from the AIR items that council and the committees have been working on, so there is no reason to belabour the topics any further. Neil noted that he attended the Nova Scotia AGM. They do their business meeting before their professional development which Neil felt is a good idea. They have a well put together AGM. They have a lot of the same concerns that we have here in Newfoundland & Labrador. A discussion was held on whether the 4 Atlantic provinces should have one AGM maybe once every 3 years. A good idea for the common shared seminars. The business meetings would be held different

2.1.2 *Vice President's Report:* Aubrey Burt – *verbal report*

Aubrey noted that he has been involved in several committees with the issues already reported on through discussions from the AIR. One highlight, Aubrey and Mary attended the Spirit of Newfoundland night as offered to ANLS through The Co-operators. Aubrey and Mary represented Neil and Willa as they were unable to attend.

2.1.3 *Past President's Report:* Robert Goodland - *verbal report*

No report, but early in the new year, I will start looking for nominations for the 2019-2020 year. Ensure that members are aware that nominations may be taken from the floor and Ballots should be brought to the meeting and not mailed into the ANLS office. If you are unable to show up to the AGM a Proxy can be used.

2.1.4 *Secretary-Treasurer Report:* Dominic Howard

2.1.4.1 *Financial Position – November 6, 2018*

The finance committee met on November 14, 2018 with a very detailed AGENDA to review and discuss -

Actuals to November 6, 2018

- ✓ Review Cheque List up to November 6, 2018
- ✓ Marker Analysis Update
- ✓ Discipline Costs / Recoup of Hearing Expenses
- ✓ Proposed Budget 2019

The committee also discussed the following -

- ✓ Fee structure of Membership vs COA's
- ✓ By-law 11 Fees & Dues Increases for 2019
- ✓ By-law 18 Increasing Marker Cost

The financial position to November 6, 2018 was presented by Dominic. Council reviewed the Actuals and had no concerns or issues.

Dominic presented the 2019 Budget. Discussion included our current rental situation Council made several changes and made the following motion –

MOTION: Be it moved that the **BUDGET 2019** be accepted and approved and posted on the members only web page.

MOVED BY: Dominic Howard, NLS

SECONDED BY: Mitchel Burt, NLS

Carried.

ACTION: Post Budget 2019 on the ANLS Member's Only Site.

2.1.4.2 **Marker Sales**

Currently marker sales are on par with previous years.

2.1.5 **Registrar's Report -**

2.1.5.1 **Internet Vote to Accept Marshall Gillard and Kyle Headdy**

An internet vote took place November 7, 2018 to accept two new members. The following Motions were carried.

MOTION: Be it moved that the council accept the Board of Examiners recommendation to officially admit Marshall Gillard, NLS # 467 as a Newfoundland Land Surveyor.

MOVED BY: Dominic Howard, NLS

SECONDED BY: Helen Davis, NLS

CARRIED.

MOTION: Be it moved that the council accept the Board of Examiners recommendation to officially admit Kyle Headdy, NLS # 468 as a Newfoundland Land Surveyor.

MOVED BY: Dominic Howard, NLS

SECONDED BY: Helen Davis, NLS

CARRIED.

2.1.5.2 **Certificate of Authorization 2019**

ACTION: Council to review By-law, Regulations & Act with respect to who should carry and pay for a Certification of Authorizations and report back to Dominic Howard with their comments.

2.1.5.3 Request for Life Membership – Craig Nightingale, NLS

A letter was received from Craig requesting life members. As Craig has met the criteria for life membership the following motion was made:

MOTION: Be it moved that Craig Nightingale be granted life membership with the Association of Newfoundland Land Surveyors

MOVED BY: Dominic Howard, NLS

SECONDED BY: Aubrey Burt, NLS

CARRIED.

ACTION: Inform Craig Nightingale that Life Membership has been approved.

2.1.6 Executive's Director's Report – Paula Baggs

Executive Director Report

ADMINISTRATION –

- Reminder that ANLS can accept Direct Deposit through Email Transfer
- All the INVOICES for COA (Certification of Authorization) and COR (Certificate of Registration) have been prepared and sent to membership.
- Some members will be receiving from me next week o/s invoice for the AGM Seminars. These must be paid before year end.

COMMUNICATION –

The following Emailer's and Communiques were sent to Membership and posted on our website:

Emailers –

- Email November 28, 2018
- Email August 9, 2018
- Email May 23, 2018
- Email May 18, 2018

Communiques –

- NEW ANLS Financial Policy – November 13, 2018
- Notification to Member – By-Law 17 – July 3, 2018

WINTER NEWSLETTER –

- The Newsletter will be circulated and posted on-line Monday, December 17, 2018

Meetings Attended –

- Geo-Ed Advisory Panel – October 16, 2018
- Chief Administrative Officers Meeting – Face to Face – August 15, 2018

- CNA Stakeholders meetings – Planning National Technology Week
 - Shawn Benteau did a presentation to high school students on behalf of ANLS
- CBEPS Invigilation – October 15-17, 2018
- Invigilated ANLS Professional Written Examination, November 30, 2018
- Finance meetings / Building committee meetings

2.2 Committee Reports

2.2.1 66th Annual General Meeting – Cory Tucker

The 66th AGM the committee will be holding a meeting in January, a which time the committee will be looking at the overall budget and reviewing the fee structure for social events and planning the Agenda.

2.2.2 Board of Examiners – Dominic Howard

Currently, we have ten articling students. Three will be writing their ANLS entrance exam on November 30, 2018. The Board is currently reviewing five professional projects.

2.2.3 By-law 2018-2019 Review Process – Helen Davis

Discussed under AIR review.

2.2.3.1 Regulation 8 & 9 – follow-up

Regulation 8 and 9

Discussed under AIR review

2.2.4 Mandatory Professional Development – Corey Collins

The MCPD committee is planning to have a meeting in January to start their review on the 2018 submitted MCPD Forms. As well the committee will look at seminars for the professional development day scheduled at the AGM in April.

ACTION: A written report to be presented to council at the February council meeting.

2.2.5 Crown Lands Update – Helen Davis

The GIS and Mapping Division is still maintaining their High Precision Network (HPN) in the province, it includes the monuments that were used in the grid shift file from NAD 83 to NAD 83 CSRS. Older conventional monuments are not being maintained. We are not doing regular checks on the old conventional monuments, but if someone reports a possible problem, Helen will send someone out to investigate. Crown Lands still welcome feedback on areas that are lacking in control and will add new control monuments when or if they are needed. An email will go out to membership from Helen noting the following:

As we start 2019 and look to determine areas in need of control checks or additional control, we are looking for feedback from ANLS members regarding control monuments.

We would like to know information on:

- 1. Monuments that are destroyed but are not listed as destroyed in our online database.*
- 2. Monuments that are in good condition and are being used regularly.*
- 3. Monuments that are overgrown and need to be trimmed out.*

4. *Any areas in need of new control monuments.
We will use this information to update our database and determine areas that are lacking in control or need verification and will need to be visited in the future.*

ACTION: Helen to forward email to Paula who will forward onto membership.

3. **Matters for Noting:** Neil Parrott

3.1 **Ongoing Business:**

- 3.1.1 Land Gazette / IBL Agreement – previously discussed.
- 3.1.2 Purchase of Building/Temporary Space – previously discussed
- 3.1.3 Presentation to Law Society - previously discussed
- 3.1.4 College of North Atlantic – National Technology Week – November 7-8, 2018

An email was received from Yvonne Lannon, Howard Guy, Andrew Williams extending their appreciation for our participation in the first ever National Technology Week events hosted by CNA. Over the two days CNA hosted over 160 intermediate and high school students from five schools in the greater St. John's metropolitan area. ANLS was one of the many stakeholders on the planning committee.

In the email it was stated that students had the opportunity to participate in a range of activities and were exposed to the technologies currently in use within various industry sectors. They used a combination of CNC machines, 3D printers, and lasers to fabricate or modify objects they designed in MasterCAM. They explored automation and augmented reality using robots and a Microsoft HoloLens. They were introduced to coding which provided the opportunity to see how the software we depend on daily is developed. They explored industries through tools that are used every day, such as drilling simulators, medical equipment, 3D modelling software, laser scanners, and drones. This provided insights into land surveying, oil and gas exploration and extraction, electronics, design, and data collection, industries that are represented by Engineering Technology programs in Petroleum, Electronics (Biomedical), Mechanical (Manufacturing), and Geomatics/Surveying. Sean Benteau of Allnorth NL Surveys represented the Association with a very insightful and interesting presentation on November 8th, 2018.

Additionally, many of the participants observed demonstrations in CNAs civil, architectural, and instrumentation laboratories. Through these activities they learned that even the most complicated technology can be fun as they programmed robots and made them move in interesting and funny ways. They were mentored by Industrial Engineering Technologists in a Dragon's Lair where they had the opportunity to pitch ideas in a spirited, friendly competition. They sat in on panels of technologists and learned of the different pathways in education and career journeys. These students were fortunate to hear about the careers in Engineering Technology available through the Canadian Armed Forces, and the vast opportunities in the wide world of land surveying. CNA college students took advantage of the chance to learn about the Association of Engineering Technicians and Technologists of Newfoundland and Labrador and including how to register and the benefits of membership. They were also

treated to a presentation that detailed the building of The Rooms, from conception to its final form and function, and the roles that different disciplines of Engineering Technologists play in a project of this scope.

In addition to the committee's direction, enthusiasm, and participation, CNA were fortunate to benefit from the skills and dedication of over sixty faculty and staff and dozens of college students. It was truly a group effort that brought with it a shared satisfaction and the proud spirit of our college community.

3.2 New Business: Neil Parrott

3.2.1 Pathway Foreign Credential Recognition (PFCR)

Council formally appointed Corey M. Collins to represent ANLS nationally on the Pathway towards Foreign Credential Recognition. Corey attended the October 15th face-to-face meeting in Toronto.

3.2.2 Fee Structure – Membership (CORs) vs. Membership (CORs & COAs)

Previously discussed and request will go to By-law Committee for review.

3.2.3 Joint AGM for the four Atlantic Provinces

Previously discussed under President's Report. Discussions at the President's forum meeting entailed an idea that once every 3 or 4 years a joint AGM between the 4 Atlantic provinces hold one AGM.

3.2.4 Resignation Letter – Wayne Follett, Public Member

A resignation letter was received from Wayne Follett where Wayne noted that It had been a pleasure to serve as the public member of Council. However, after over four years on Council he felt it was time to move on. Wayne due to other commitments was unfortunately not able to make the past two scheduled Council meeting in June and September and he had given much thought to the rest of the year and his ability to serve. In the interest of Council and lead time for the 2019 AGM, Wayne felt this is the right time to leave. It affords Council the opportunity to find a replacement in advance of the next AGM.

Council will certainly miss Wayne's valuable input, his opinions and his ideology. He was greatly valued and council sincerely thanks Wayne for his contribution to the ANLS.

ACTION: Write Wayne a letter to express our gratitude and to accept his resignation.

3.3 Incoming Correspondence

3.3.1 RIS Letter – Nov 19/18 – Professional Liability

A letter was briefly discussed in which Jim Burden felt that our professional insurer should have covered his claim and informed him that he would not be covered under the Policy.

ACTION: Dominic noted that he would clarify a few things with Mr. Burden and Ray Guy noted that he would bring this issue / concern up at the next PSC insurance meeting.

3.3.2 Invitation – 50th AGM – AETTNL

Unfortunately, no one was available to attend this event. AETTNL was notified.

All correspondence was reviewed and has been responded too and sent according.

3.4 Outgoing Correspondence

3.4.1 Letter sent to Hon. Gerry Byrne, Minister, Fisheries & Lands Resources

Congratulating him on the successful hiring of Helen Davis, NLS, Senior Engineer, GIS and Mapping Division with the Department of Fisheries and Land Resources, noting that the ANLS council is very pleased to see his department moving toward filling positions with certified professional Newfoundland Land Surveyors. Copy of this letter was sent to Peter Hearn, Director, GIS and Mapping Division and to Tara Morgan, Director (Acting) Crown Lands Division.

3.4.2 Communique – NEW ANLS Financial Policy – November 13, 2018

Members were notified via Communique that a new approved Financial Policy was approved by council and can be found under Policy Statement under Resources on-line.

3.4.3 Letter to Andrew Parsons

The letter to Andrew Parsons was put on hold until further discussion.

3.5 Other Matters for Noting

There were no other matters for noting.

4. Meeting Finalization

4.1 Review Actions

Actions were reviewed and will be added to the **AIR**.

4.2 Next Meeting Date

The next Council Meeting is scheduled for **Thursday, February 21, 2019**.

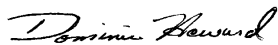
Respectfully submitted,



Neil Parrott, President

February 21, 2019

Date



Dominic Howard, Secretary-Treasurer

February 21, 2019

Date